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ANNUAL REPORTS

Access to Information and Privacy Acts

1984-1985



Government
of Canada

Regional Industrial
Expansion

Gouvernement
du Canada

Expansion industrielle
régionale

ACCESS TO INFORMATION AND PRIVACY ACTS

ANNUAL REPORTS

FOR THE PERIOD OF APRIL 1, 1984, TO MARCH 31, 1985

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Her Excellency
The Right Honourable Jeanne Sauv ,
P.C., C.C., C.M.M., C.D.
Governor General of Canada

Your Excellency:

I have the honour to submit to Your Excellency the annual reports on the administration of the Access to Information and Privacy Acts for the period of April 1, 1984 to March 31, 1985, in accordance with section 72 of the legislation.

These reports also include any activities of the National Design Council and the Regional Development Incentives Board as they relate to the Access to Information and Privacy Acts.

Respectfully submitted,



Sinclair Stevens
Minister of Regional
Industrial Expansion

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INTRODUCTION

When the Access to Information and Privacy Acts were proclaimed into force on July 1, 1983, the public's right of access to information contained in federal government records was firmly entrenched.

The Access to Information Act extends to Canadian citizens or permanent residents a general right of access to records under the control of federal government institutions, except in limited and specific circumstances. The Privacy Act gives Canadians access to information held by the federal government about themselves, protects their privacy by preventing others from having access to this information, and gives them some control over its collection and use. This legislation, therefore, constitutes an important step in the direction of a more open and accountable government. As a result, it should also foster greater participation by Canadians in the decision-making process.

This report is intended to describe how the Department of Regional Industrial Expansion met its responsibilities in the second year of operation of the Access to Information and Privacy Acts.

PART 1

REPORT ON THE ACCESS TO INFORMATION ACT

1. Summary of Activities and Highlights

The departmental Access to Information and Privacy (ATIP) Office continued its efforts in 1984-85 to promote awareness of the Access to Information and Privacy Acts and the resulting responsibilities devolving upon departmental staff. For example, further seminars were held on demand to assist departmental branches and regional offices. Guidelines were issued on particular subjects to help officials in applying the legislation. Information circulars were initiated to report on significant cases dealt with by the federal Information and Privacy Commissioners and the Federal Court. A brochure aimed at new employees in particular was issued to provide an overview of the Acts and of departmental directives and procedures. The ATIP Office co-ordinated the preparation and submission of departmental entries for the 1984 edition of the government's Access Register and Privacy Index publications. The department's first annual report on the administration of the legislation was also drafted and tabled in Parliament. Staff of the ATIP Office were also substantially involved in providing advice to departmental branches and regional offices on requests for information made outside of the Access to Information and Privacy Acts but having implications in terms of this legislation.

When the Ministry of State for Economic and Regional Development (MSERD) was disbanded in July 1984, the Regional and Project Co-ordination Branch and the Federal Economic Development Co-ordinators were transferred to the Department of Regional Industrial Expansion (DRIE). The ATIP Office, as a result, assumed added responsibility for serving these new areas of the department. In addition, the Ministry of State for Economic and Regional Development had previously provided administrative services to the Ministry of State for Science and Technology (MOSST), including all necessary support for the Access to Information and Privacy functions. With the disappearance of MSERD, arrangements were made for the DRIE ATIP Office to assist MOSST in discharging its responsibilities in this area.

The number of formal requests received under the Access to Information Act has shown an increase of 58.1 per cent in 1984-85, compared to the first year of operation. As for Privacy Act requests, the number received more than tripled in 1984-85. It should, of course, be noted that the first year of implementation involved a more limited period of nine months from July 1, 1983, to March 31, 1984.

The large majority of Access to Information requests dealt with by DRIE concerned, either in whole or in part,

third-party information. The department is the repository of considerable commercial, technical and financial third-party information of a sensitive nature. While efforts were made to disclose as much information as possible in accordance with the spirit of the Act, it was evident that, in a number of cases, the department was precluded by law from disclosing information, mainly under the prohibitions contained in section 20 of the Act.

In light of the nature and source of much of the information sought under the Access to Information Act and the resulting need for consultations outside of the department, difficulties were encountered in completing access requests within the 30-calendar-day period referred to in section 7 of the Act. In a number of cases, therefore, extensions were authorized pursuant to section 9 of the Act.

In some cases, businesses have responded to the Access to Information Act by appointing senior representatives to deal with requests for corporate information under the Act. Such initiatives appear to have fostered greater expertise and efficiency in the handling of access applications.

Departmental costs attributed to both Access to Information and Privacy are estimated at \$173 159.73 in 1984-85, an increase of some 18 per cent over costs for comparable activities in 1983-84. The fees of \$956.50 collected in 1984-85 served to offset departmental costs to a small extent.

The number of complaints received by the department under the Access to Information Act in 1984-85 remained low. Six new complaints were filed with the Information Commissioner. No complaints were registered with the Privacy Commissioner. In addition, the first case ever dealt with by the Federal Court of Canada under the Access to Information Act was disposed of in 1984-85. No new cases were the subject of litigation during this last reporting period.

Please see part 8 of this report for statistical details on the processing of formal requests.

2. Organization of Access to Information and Privacy Activities

An Access to Information and Privacy (ATIP) Office was created in DRIE some time ago to oversee the implementation of the new Access to Information and

Privacy legislation. Staff are dedicated to ATIP activities on a full-time basis. The primary responsibilities of the office include:

- Developing departmental policies procedures and guidelines for the orderly implementation of the Access to Information and Privacy Acts;
- Processing formal requests for access and advising senior management on the operation of the legislation and the disposition of cases;
- Promoting awareness of the legislation to ensure departmental responsiveness to the obligations imposed on the government;
- Acting as spokesperson for the department in dealings with central agencies, the Information and Privacy Commissioners and other government departments and agencies;
- Co-ordinating activities for the maintenance of current inventories of departmental information holdings;
- Co-ordinating the preparation of information for management and Parliamentary reports as well as other material that may be required by central agencies.

Through the Senior Departmental Advisor, the office reports directly to the Comptroller of the department.

3. Processing of Formal Requests - Summary

The following summarizes the departmental process of dealing with formal access requests. All such requests are forwarded to the Access to Information and Privacy Office where they are reviewed for clarity and conformity with the legislation. Each request is then assigned to an organizational unit of the department. This unit is responsible for locating and retrieving the records containing the information sought and assists in determining the costs and fees associated with the processing of the request.

After review of the relevant records, the organizational unit is responsible for formulating recommendations on the disposition of the case. These are evaluated by the Access to Information and Privacy Office before a final recommendation is ultimately presented to the Minister. Once a decision has been rendered, the requestor is notified by the ATIP Office and the organizational unit arranges to provide access to all disclosable records. The processing of requests is illustrated in Appendix A.

4. Delegation of Authority

The responsibility for approving recommendations to deny or provide access to departmental information requested under the Access to Information Act is normally exercised by the Minister of Regional Industrial Expansion. Certain responsibilities have been delegated to departmental officials in order to provide for some administrative flexibility. Appendix B lists the position titles of officials empowered to exercise a delegated authority and includes the relevant section of the Act.

5. Formal/Informal Interface

The Access to Information Act is intended to complement, not replace, existing procedures and channels for access to government information. In fulfilling its mandate of fostering regional and industrial development, the department regularly collects, develops, analyzes and disseminates information in order to assist and inform the business community and the public in general. Generally this information is made available readily to interested parties through sources such as publications, press releases, special reports and press interviews. The use of these regular and informal channels is encouraged to the fullest extent possible. Public requests for such information are intended to be handled in the usual manner -- as distinguished from those requests made under the Access to Information Act.

In 1984-85, nine formal access applications were dealt with as informal requests. In addition, the ATIP Office dealt with a number of informal written and verbal queries from the public, which also were ultimately disposed of on the same basis. No statistics were maintained on the latter.

6. Interdepartmental Consultations

In addition to the access applications filed with the department, DRIE was consulted on a number of formal requests received by other government departments. Three such cases were the subject of consultation in 1984-85. No firm statistics were maintained on the time and costs associated with these activities.

7. Reading Rooms

Section 71 of the Act requires government institutions to provide facilities where the public may inspect manuals used by employees of the institution in administering or carrying out programs or activities. In accordance with this section, reading rooms were established by the

department at both headquarters and all regional offices in the summer of 1983. Departmental manuals, the department's entries for the Access Register and Personal Information Index, access request forms and general information for the public on how to exercise their rights under the Act are available through these facilities.

8. Statistical Report - Interpretation and Explanation

Appendix C provides a statistical report on the Access to Information applications dealt with in the period from April 1, 1984, to March 31, 1985. The following endeavours to provide explanations and interpretations for information contained in this report.

I. Requests under the Access to Information Act

Seventy-six requests were dealt with during this reporting period. Of this total, 68 or 89.5 per cent represented new requests received in 1984-85. Eight requests or 10.5 per cent were carried forward from the previous year. Of the 76 requests, a total of 58 or 76.3 per cent were completed during 1984-85. Therefore, 18 requests or 23.7 per cent remained outstanding as of March 31, 1985.

While keeping in mind the limitations faced with respect to available data, Appendix D attempts to categorize the requests received by DRIE in terms of known affiliations and geographical origin.

The department's statistics also reveal that over two-thirds (67.2 per cent) of completed requests concerned third-party information, either in whole or in part.

II. Disposition of Requests Completed

Of the 76 requests dealt with, 58 or 76.3 per cent were completed during the 1984-85 reporting period. A completed request is defined as a request for which either a disclosure or denial of access has taken place. The completed requests were disposed of in the following manner:

Records All Disclosed

Of the 58 requests completed, requestors were provided with total access to the relevant records in eight cases;

Records Disclosed in Part

In another 18 instances, the requestors were granted partial access.

In summary, therefore, in about 45 per cent of the cases, access was given to all or part of the records. The cases where no access was given were attributable to situations in which the department was unable to deal with requests for some special reason (e.g. requests abandoned, requests transferred or records did not exist).

Excluded Records

There were no requests for which no information could be disclosed because all of the information was excluded under the Act.

Exempt Records

There were no requests for which no information could be disclosed because all of the information was exempted under the Act.

Transferred

Three of the 58 requests completed concerned records not under the control of this department. These requests were transferred to the appropriate government institution in accordance with the Act.

Unable to Process

No requests fell into this category.

Insufficient Information

No requests fell into this category

Abandoned

Of the completed access requests, 26 were considered abandoned. However, only 17 of these were abandoned in the usual sense. The remaining nine requests were handled on an informal basis.

Thirteen of the 17 aforementioned cases were abandoned as a result of the applicants' failure to respond to the department's request for a fee deposit. Eleven of these cases represented a series of requests submitted by one applicant.

In the remaining four cases, two applicants did not respond to the department's verbal and/or written requests for clarification and two other requests were withdrawn for the following reasons. In one instance, the applicant withdrew his request as a result of the complexities involved in the processing of his request. In the second case, the applicant indicated that he required the information within a short deadline. The department informed the requestor that it was unable to meet this deadline.

Does Not Exist

With respect to three of the completed requests, the information sought did not exist.

III. Exemptions Invoked

As will be noted from Appendix C, exemptions under sections 13, 15, 19, 20, 21 of the Access to Information Act were invoked by the department in dealing with a number of cases. The Appendix is intended to show the types of exemptions and exclusions invoked to deny access. For example, if in one request five different exemptions were used, this is reported as one exemption under each relevant section for a total of five. If the same exemption is used several times for the same request, it is reported only once.

IV. Exclusions Cited

The Access to Information Act does not apply to records considered confidences of the Queen's Privy Council pursuant to section 69 of the Act. As shown in Appendix C, in a few instances records were deemed to constitute Cabinet confidences.

V, VI. Completion Time and Extensions

There were 72.4 per cent of the 58 requests completed within 30 days while 18.9 per cent were completed in 60 days and 8.6 per cent within 120 days.

Five requests involved more than 60 days completion time. This is explained by the fact that section 28 notifications under the Act were given to third parties in all five cases. Third-party notification and intervention rights are invoked under section 28 where the head of a government institution proposes to disclose information which he has reason to believe may contain information described in subsection 20(1) of the Act. As a result of these procedures, it is usually not possible to adhere to the 30-day time limit for responding to requests under section 7 of the Act. Extensions of this time limit are permitted under section 9 of the Act.

VII. Translations

No translations were required.

VIII. Method of Access

In 24 cases, the requestors received copies of the material they were seeking. In the other two instances, the requestors received copies of part of the information and examined the original of the other records requested on departmental premises.

IX. Fees

The fees collected during the reporting period totalled \$956.50. It is the department's practice to waive fees where the total fees owing per request amount to less than \$25.00.

Fees collected in 1984-85 are estimated to represent 0.62 per cent of the department's total costs shown below.

X. Costs

Total officer costs associated with Access to Information Act activities are estimated at

\$114 247.43 for 1984-85. This compares to support staff costs of \$23 775.30 and other costs of \$16 746.00 for a total of \$155 197.73. The person-year resources for 1984-85 are therefore estimated as totalling 4.15.

XI. Appeals to Information Commissioner

Four complaints which remained outstanding in 1983-84 were carried forward into this reporting period and disposed of in the following manner. One complaint concerned the issue of fees assessed by the department for the production of computer-generated records as well as for a manual search of other records. The Information Commissioner determined that the fee estimate for the computer-produced records was reasonable within the meaning of subsection 11(2) of the Act. With respect to the fees assessed for the manual search, the Commissioner did not make a finding as the department agreed to examine with the complainant alternative approaches as a means of reducing the estimated costs for this search.

Two complaints were lodged by one individual with respect to one request. The first of these concerned an extension of 12 days beyond the 30-day limit invoked by the department. The Commissioner found that the extension was reasonable in the circumstances in view of the broad nature of the request. In the second instance, the complaint concerned the non-disclosure of certain information and the manner in which this information was exempted on the records. Additional disclosures of small portions of the material involved were made during the investigation. The Commissioner determined that the remaining information was exempt from disclosure in accordance with the law.

The final complaint concerned the non-disclosure of certain information. During the course of the investigation, small portions of additional information were disclosed to the complainant. The Commissioner found that the remaining information was exempt from disclosure in accordance with the Act.

In addition to the complaints outstanding from 1983-84, six new complaints were initiated during the 1984-85 reporting period. Five of these were completed during this reporting period and one was carried forward into the next reporting period.

Three of these complaints were lodged by one individual and concerned the issue of fee waiver regarding three access requests which were processed by the department in 1983-84. The Commissioner found that the department had examined the fee waiver requests in the "public interest" context and she was satisfied that the department had given the matter complete and careful consideration before arriving at the decision to not grant the requests.

A fourth complaint concerned the non-disclosure of portions of a record. The Commissioner determined in this case that the exemptions claimed by the department were correct in law.

The final complaint lodged with the Information Commissioner concerned a denial of access by the department. The Commissioner was unable to assist the complainant in this matter as the department had not received a formal request under the Act from the individual.

It should be noted that the department's method of reporting complaints may or may not correspond to the methodology used by the Office of the Information Commissioner.

XII. Appeals to the Federal Court

The 1983-84 Annual Report indicated that one appeal was filed in 1983-84 under section 44 of the Access to Information Act. This section permits a third party to apply to the Federal Court for a review of a decision to disclose a record or part thereof. While the appeal was lodged in 1983-84, it was disposed of by the Court in the 1984-85 reporting period.

The appeal concerned a report prepared by an independent consulting firm on Maislin Transport Ltd. After review of the record, the department determined that certain portions were exempt from disclosure and that others were disclosable. The third party was notified accordingly. An application was filed with the Federal Court on November 15, 1983, through which the company sought to have the department's decision reviewed and set aside by the Court.

The Court concluded in this case that it could not support the view that the report be withheld in its entirety. It rejected the company's

application because it failed to persuade the Court that the parts identified as disclosable were confidential in nature based on the objective tests the judge applied. The Court noted in particular that some of the information in the document was available from public sources such as the company's annual report.

This judgment does not appear to suggest that the strong safeguards afforded by the Access to Information Act for sensitive business information are diminished in any way. It does affirm the principle that information which is clearly in the public domain must be disclosed under the Act.

PART 2

REPORT ON THE PRIVACY ACT

1. Summary of Activities and Highlights

Certain features that were common to the implementation of both the Access to Information and Privacy Acts are referred to in part 1, section 1 of the Access to Information Act Report.

The total number of requests for personal information more than tripled in 1984-85. However, most of these fell into the "Unable to Process" category. No major difficulties were encountered in 1984-85 in dealing with Privacy Act requests.

2. Organization of Access to Information and Privacy Activities

Please see part 1, section 2 of the Access to Information Act Report.

3. Processing of Formal Requests

The processing of formal requests under the Privacy Act is as described in part 1, section 3 of the Access to Information Act Report.

4. Delegation of Authority

The responsibility for approving recommendations to deny or provide access to personal information requested under the Privacy Act is normally exercised by the Minister of Regional Industrial Expansion. Certain responsibilities have been delegated to departmental officials in order to provide for some flexibility. Appendix E lists the position titles of officials who were empowered to exercise a delegated authority and includes the relevant section of the Act.

5. Formal/Informal Interface

The department is a repository of personal information, including information about employees and other individuals such as applicants for loans and grants.

Access to the type of personal information that generally has been available to individuals has been continued without formal recourse to the Privacy Act. Where access cannot be granted through informal channels, individuals are informed of their right to submit a formal request under the Act.

6. Exempt Banks

No personal information bank has been designated as exempt in accordance with section 18 of the Privacy Act.

7. Disclosure under paragraph 8(2)(e) of the Privacy Act

The department did not receive any requests from the investigative bodies specified in the Regulations during this reporting period.

Through the department's Access to Information and Privacy Manual, staff have been advised that disclosures of information under paragraph 8(2)(e) are strictly regulated. Any requests for disclosure received under this provision are to be referred to the Senior Departmental Advisor of the Access to Information and Privacy Office for review. The Senior Departmental Advisor conducts his review with the senior official in the department responsible for the personal information bank or the personal information class containing the information sought.

8. Use and Disclosure

The department's Access to Information and Privacy Manual outlines the intent and requirements of the Privacy Act and Treasury Board guidelines regarding the collection, use, disclosure, retention and disposal of personal information so that all staff will be aware of their responsibilities for the proper management of information holdings. In particular, staff are informed of their responsibilities in ensuring that all uses and disclosures of personal information are recorded and accounted for, by documenting all activities relating to the personal information and maintaining the relevant material on official departmental files.

Responsibility centres are also advised to consult with the departmental Access to Information and Privacy Office before collecting any personal information, as well as in situations where there is any doubt concerning the rules to apply in the retention and disposal of personal information. Further, the office must be notified where personal information in a personal information bank is used or disclosed for a use consistent with the purpose for which the information was obtained or compiled by the department but such a use is not included in the statement of consistent uses published in the government's Privacy Index.

9. Statistical Report - Interpretation and Explanation

Appendix F provides a statistical report on the requests for personal information received under the Privacy Act which were dealt with in the period from April 1, 1984, to March 31, 1985.

Appendix G categorizes, by province of origin, the requests for personal information received by DRIE.

I. Requests Under the Privacy Act

Eleven requests were received by DRIE during this reporting period. No requests remained outstanding from the previous reporting year. Nine of these applications or 81.1 per cent were completed by March 31, 1985. Two requests or 18.9 per cent were carried forward into the next reporting period.

II. Disposition of Requests Completed

Unable to Process

Eight requests fell into this category. Four of these applications which were submitted by one individual could not be processed as the department was unable to identify the nature of the information being sought by the applicant. The department did not receive a response to its request for clarification.

Four other requests concerned records no longer under the control of the department. Although there are no provisions in the Privacy Act for the transfer of requests for personal information, these requests were transmitted to the appropriate government institution and the requestors were so advised.

Abandoned

One request was considered abandoned as it was withdrawn by the requestor.

III. Exemptions Invoked

No exemptions were invoked in dealing with these requests.

VI. Exclusions

No exclusions were cited in dealing with these requests.

V. Completion Time

The nine requests were all completed within the 30-day time period specified in the Act.

VI. Extensions

As these requests were completed within 30 days, no extensions were involved.

VII. Translations

No translations were required in dealing with these requests.

VIII. Method of Access

As the nine completed requests fell into the "Unable to Process" and "Abandoned" categories, the method of access is not applicable.

IX. Correction and Notation

No requests for a correction or notation were received.

X. Costs

Total officer costs associated with Access to Information Act activities are estimated at \$12 640.00 for 1984-85. This compares to support staff costs of \$2 721.00 and other costs of \$2 601.00 for a total of \$17 962.00. The person-year resources for 1984-85 are therefore estimated as totalling 0.48.

XI. Appeals to Privacy Commissioner

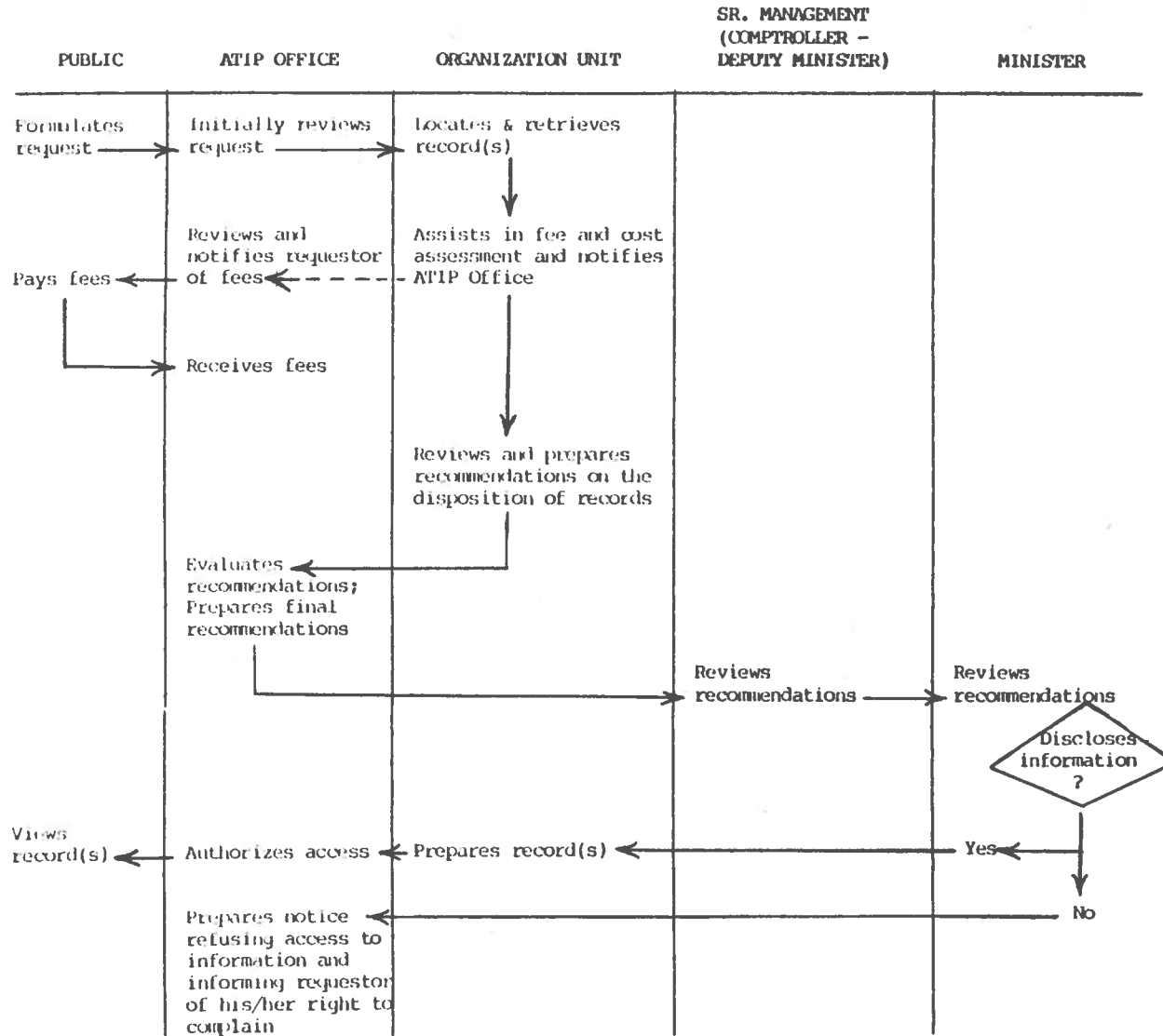
No complaints were lodged with the Privacy Commissioner during this reporting period.

XII. Appeals to Federal Court

No appeals were filed with the Federal Court under the Privacy Act in 1984-85.

APPENDIX A

PROCESSING REQUESTS FOR ACCESS TO INFORMATION



APPENDIX B

Delegation of Authority - Access to Information Act

<u>Position</u>	<u>Section(s) of Access to Information Act</u>
Associate Deputy Minister	11(1)(b), 11(2), 11(3), 11(4), 11(5), 11(6), 12(2), 13(1), 13(2), 14, 15, 16(1), 16(2), 16(3), 17, 18, 19(1), 19(2), 20(1), 20(2), 20(3), 20(5), 20(6), 21, 22, 23, 24(1), 26, 27, 28(1), 28(5)(a), 28(5)(b), 28(6), 28(8), 29(1)(b), 37(4), 43(1)
Comptroller	11(1)(b), 11(2), 11(3), 11(4), 11(5), 11(6), 12(2), 13(1), 13(2), 14, 15, 16(1), 16(2), 16(3), 17, 18, 19(1), 19(2), 20(1), 20(2), 20(3), 20(5), 20(6), 21, 22, 23, 24(1), 26, 27, 28(1), 28(5)(a), 28(5)(b), 28(6), 28(8), 29(1)(b), 37(4), 43(1)
Senior Departmental Advisor Access to Information and Privacy Office	7(a), 8(1), 9, 11(1)(b), 11(2), 11(3), 11(4), 11(5), 11(6), 12(2), 20(3), 28(1), 28(4), 28(5)(a), 28(6), 28(8), 29(1)(a), 29(1)(b), 33, 37(4), 43(1), 44(2)
Advisor Access to Information and Privacy Office	7(a), 8(1), 9, 11(1)(b), 11(2), 11(3), 11(4), 11(5), 11(6), 12(2), 20(3), 28(1), 28(4), 28(5)(a), 28(6), 28(8), 29(1)(a), 29(1)(b), 33, 37(4), 43(1), 44(2)

REPORT ON ACCESS TO INFORMATION

Institution Department of Regional Industrial Expansion	Reporting period 840401 to 850331
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I Requests under the Access to Information Act

Received during reporting period	68
Outstanding from previous period	8
TOTAL	76
Completed during reporting period	58
Carried forward	18

II Disposition of requests completed

1. All disclosed	8	6. Unable to process	
2. Disclosed in part	18	7. Insufficient information	
3. Excluded		8. Abandoned	26
4. Exempt		9. Does not exist	3
5. Transferred	3	TOTAL	58

III Exemptions invoked

S. 13(1) (a)		S. 16(1) (d)		S. 20(1) (c)	13
(b)		S. 16(2)		(d)	6
(c)	1	S. 16(3)		S. 21(1) (a)	7
(d)		S. 17		(b)	7
S. 14		S. 18 (a)		(c)	
S. 15(1) Internat. rel.	1	(b)		(d)	
Defence		(c)		S. 22	
Subversive activities		(d)		S. 23	
S. 16(1) (a)		S. 19(1)	5	S. 24	
(b)		S. 20(1) (a)		S. 25	
(c)		(b)	13	S. 26	

IV Exclusions cited

S. 68 (a)	
(b)	
(c)	
(d)	
S. 69(1)	
S. 69(1) (a)	
(b)	
(c)	
(d)	2
(e)	
(f)	
(g)	1

V Completion time

Under 30 days	42
31 to 60 days	11
60 to 120 days	5
Over 120 days	

VI Extensions

	Under 30 days	Over 30 days
Searching		
Consultation	11	
Third party		5
TOTAL	11	5

VII Translations N/A

Translation requested	
Translation prepared	
English to French	
French to English	
Average time to prepare translations	

VIII Method of access

Copies given	24
Examination	
Copies and Examination	2

IX Fees

Fees collected	
Application fees	250.00
Reproduction	173.00
Searching	62.50
Preparation	42.00
Computer processing	429.00
TOTAL	956.50

X Costs

Personnel	
Officer	114 \$247.43
Support staff	23 \$775.30
Other	16 \$746.00
TOTAL	155 \$197.73

XI Appeals to info. commissioner

Reasons	
Non disclosure	3
Fees	3
Extension	
Publications	
Denial of translation	
Time to prepare trans.	
Other	

XII Appeals to Federal Court

Appeal by	
Applicant	
Third party	
Information commissioner	

Average time of resol. (for those compl.) (days)	241
No. Initiated during reporting period	0
No. completed during reporting period	1
No. carried forward	0

Fees waived over \$25.00	\$
Fees waived (no. of times)	

Officer (PY)	3.06
Support staff (PY)	1.09
TOTAL	4.15

No. Initiated during reporting period	6
No. completed during reporting period	9
No. carried forward	1
Average time of resol. (for those compl.) (days)	

Commissioner's recommendation accepted	
Commissioner's recommendation rejected	

Disclosure ordered	1
Non-disclosure ordered	
Other	

APPENDIX D

Requests Received under the Access to Information Act

<u>Affiliation Groups</u>	<u>No.</u>	<u>Percentage of Requests</u>
Business	21	30.9
Press	11	16.2
Parliament	11	16.2
Students	6	8.8
Lawyers/Legal Firms	5	7.3
Unknown	11	16.2
Public Interest Groups	3	4.4
	<hr/>	<hr/>
Total	68	100.0

<u>Geographical Origin</u>	<u>No.</u>	<u>Percentage of Requests</u>
British Columbia	1	1.5
Alberta	3	4.4
Saskatchewan	1	1.5
Ontario	55	80.8
Quebec	5	7.3
Newfoundland	1	1.5
Northwest Territories	1	1.5
Hong Kong	1	1.5
	<hr/>	<hr/>
Total	68	100.0

APPENDIX E

Delegation of Authority - Privacy Act

<u>Position</u>	<u>Section(s) of the Privacy Act</u>
Associate Deputy Minister	8(2)(m), 17(2), 18(2), 19(1), 19(2), 20, 21, 22(1), 22(2), 23, 24, 25, 26, 27, 28
Com-troller	8(2)(m), 17(2), 18(2), 19(1), 19(2), 20, 21, 22(1), 22(2), 23, 24, 25, 26, 27, 28
Senior Departmental Advisor Access to Information and Privacy Office	8(5), 14(a), 15, 17(2)
Advisor Access to Information and Privacy Office	8(5), 14(a), 15, 17(2)

REPORT ON THE PRIVACY ACT

Institution Department of Regional Industrial Expansion	Reporting period 840401 to 850331
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I Requests under the Privacy Act

Received during reporting period	11
Outstanding from previous period	0
TOTAL	11
Completed during reporting period	9
Carried forward	2

II Disposition of requests completed

1. All disclosed		6. Insufficient information	
2. Disclosed in part		7. Abandoned	1
3. Excluded		8. Does not exist	
4. Exempt		TOTAL	9
5. Unable to process	8		

III Exemptions invoked N/A

S. 18(2)		S. 21		S. 23(b)	
S. 19(1) (a)		S. 22(1) (a)		S. 24	
(b)		(b)		S. 25	
(c)		(c)		S. 26	
(d)		S. 22(2)		S. 27	
S. 20		S. 23(a)		S. 28	

IV Exclusions cited N/A

S. 69(1) (a)	
(b)	
S. 70(1)	
(a)	
(b)	
(c)	
(d)	
(e)	
(f)	

V Completion time

Under 30 days	9
31 to 60 days	
60 to 120 days	
Over 120 days	

VI Extensions N/A

	Under 30 days	Over 30 days
Interference with operations		
Consultation		
Translations		
TOTAL		

VII Translations N/A

Translation requested	
Translation provided	
English to French	
French to English	
Average time to prepare translations	

VIII Method of access N/A

Copies given	
Examination	
Copies and examination	

IX Correction and notation N/A

Corrections requested ►	Corrections made ►	Notation attached ►
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X Costs

Personnel	\$	PY
Officer	\$ 12640	.35
Support staff	\$ 2721	.13
Other	\$ 2601	
TOTAL	\$ 17962	.48

XI Appeals to privacy commissioner N/A

Reasons	
Use and disclosure	
Non disclosure	
Extension	
Publications	
Denial of translation	
Time to prepare a translation	
Other	
No. initiated during reporting period	
No. completed during reporting period	
No. carried forward	
Average time of resolution (for those completed) (days)	
Commissioner's recommendation accepted	
Commissioner's recommendation rejected	

XII Appeals to Federal Court N/A

Appeal by	
Applicant	
Privacy commissioner	
Average time of resolution (for those completed) (days)	
No. initiated during reporting period	
No. completed during reporting period	
No. carried forward	
Disclosure ordered	
Non-disclosure ordered	
Other	

APPENDIX G

Requests Received under the Privacy Act

<u>Provinces of Origin</u>	<u>No.</u>	<u>Percentage of Requests</u>
British Columbia	7	63.6
Ontario	2	18.2
Quebec	1	9.1
Newfoundland	1	9.1
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Total	11	100.0